Continual Project Assessment Evaluation

Agency Name:	
Project Name:	
Analyst Name(s):	
Evaluation Date:	
Note: Use risk descriptions as a guide. Use own discretion for ratings based on knowledge of the project. Deviations from the ratings matrix should be noted. If not applicable, leave the rating blank.	

No.	Criteria	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
			Deliverables				
1	Used Tools as Published	Minimum data set is different.	Minimum data set, for the most part, is the same.	Minimum data set is completely satisfied.			
2	Includes All Required Signatures	No	███████████	Yes			
			Ongoing Assessment				
3	Agency Head Contract Amendment / Change Order Approval	Contract amendment/change order not approved by Agency Head when contract costs increased above 10% or contract completion date changed significantly.	Contract amendment/change order was approved by Agency Head when contract costs increased above 10% or contract completion date changed significantly, but the Contract Amendment and Change Order Approval deliverable was not submitted.	Contract amendment/change order was approved by Agency Head when contract costs increased above 10% or contract completion date changed significantly, and the Contract Amendment and Change Order Approval deliverable was submitted.			

No.	Criteria	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
4	QAT Contract Amendment Approval	Contract amendment not approved by QAT when the amendment changed the total value of the contract or any element of the contract by more than 10% of the total value.	Contract amendment not approved by QAT when the amendment changed the total value of the contract or any element of the contract by more than 10% of the total value, but QAT approval was initiated.	QAT approved a contract amendment when the amendment changed the total value of the contract or any element of the contract by more than 10% of the total value.			
5	Risk Factor Indicator	High risk factors could negatively impact the overall success of the project.	Moderate risk factors could negatively impact the overall success of the project.	Low risk factors could negatively impact the overall success of the project.			
6	Scope Changes	Significant changes in scope occurred.	Moderate changes in scope occurred.	No changes in scope occurred.			
7	Resource Changes	Significant changes in resource allocation occurred (e.g., project manager reassigned or released).	Moderate changes in resource allocation occurred.	No changes in resource allocation occurred.			
8	Budget Changes	Significant changes in budget occurred.	Moderate changes in budget occurred.	No changes in budget occurred.			
9	Schedule Changes	Significant changes in schedule occurred.	Moderate changes in schedule occurred.	No changes in Schedule occurred.			

No.	Criteria	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
10	Project Management	Project appears to not be managed in all areas *such as* change control, configuration, communication, risks, or issues. communication, risks, or issues.	Project appears somewhat managed in all areas *such as* change control, configuration, communication, risk, and issues.	Project appears comprehensively managed in most areas *such as* change control, configuration, communication, risk, and issues.			
11	Deliverables Acceptance	Stakeholders have not accepted any deliverables to date.	Stakeholders have accepted most of the deliverables implemented to date.	Stakeholders have accepted all of the deliverables implemented to date.			
11	Deliverables Acceptance	Stakeholders have not accepted any deliverables to date.	Stakeholders have accepted most of the deliverables implemented to date.	Stakeholders have accepted all of the deliverables implemented to date.			
12	Contract Management	Contract appears to not be managed from both a contract and project management perspective.	Contract appears somewhat managed from both a contract and project management perspective.	Contract appears comprehensively managed from both a contract and project management perspective.			
13	Executive Sponsorship	Executive Sponsor(s) not identified or significant changes in executive sponsorship occurred that were not documented.	Moderate changes in executive sponsorship occurred.	No changes in executive sponsorship occurred.			

No.	Criteria	High Risk (3)	Medium Risk (2)	Low Risk (1)	Rater 1	Rater 2	Comments
14	Project Closure Management	No documented project closure process in place.	Project closure processes have been considered but are not documented.	Documented project closure has been conducted and plans for post-implementation review of business outcomes are in place.			
	Risk Total	**37 - 42 High Risk (Needs Rater 2)**	**17 - 36 Medium Risk**	**14 - 16 Low Risk**			

Rater (1) Overall Comments:	
Rater (2) Overall Comments:	
QA Review Project Risk:	